



# SMARTSTEPS PRESCHOOL PARENT AGREEMENT

Please initial every box in front of each statement and sign the bottom of the agreement. Your initials and signature indicate that you have read, understood, and will abide by the SMARTSTEPS PRESCHOOL policies stated below.

- Tuition is based on a flat rate fee, not actual attendance, is billed on a bi-weekly basis, and must be pre-paid one week in advance. Fees are non-refundable.
- Tuition payments may NOT be left at the site or given to the staff. Only the District Office may accept payments.
- You must fill out a Schedule Change/Withdrawal Request Form (available at the school site or District Office) two weeks prior to any of the following: Changing schedules to add more days, or withdrawing from the program. If two weeks' notice is not provided, you will be charged corresponding fees according to your selected schedule.
- A fee of one (\$1.00) per minute will be charged for a late pickup and will be added to your next invoice and will be due along with your regular tuition fee. The time is according to the clock in the classroom.
- A two week notice in writing for a **one time** schedule change to decrease the number of days for attendance is allowed per year.
- You will be charged a \$20.00 late fee if your payment is not received by the invoice due date. Late fees must be paid with the next payment.
- If your account is not fully paid by the first day of the next billing cycle, your child will be excluded from the program. Existing charges will be left on account.
- If your child has been dropped from the program for any reason, you must pay a \$25 re-enrollment fee (on space availability), and all other monies owed, to be reinstated. Continuous non-payment of fees is cause for termination.
- If your account is sent to collections, a \$15.00 fee will be added to your account. You must clear up the account with the collection agency and SmartSteps before re-entering the program.
- Checks returned for NSF must be replaced immediately with cash, credit card, or money order. A \$25.00 fee will be charged to the account.
- SmartSteps Preschool program will assess a transaction fee on all credit/debit card/ACH (electronic check ) transfer transactions. Families making payment by cash or check will not incur this fee.

<hr/> <b>Print Child's Name</b> <hr/>	<hr/> <b>School/Account #</b> <hr/>
<hr/> <b>Parent/Guardian Signature</b> <hr/>	<hr/> <b>Date</b> <hr/>